

# Agenda Item Form

Agenda Date: 07/07/04

*ADW*

Districts Affected: All

Dept. Head/Contact Information: Police Department, Interim Deputy Chief, Paul Cross, (915) 564-7039

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution            | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                      |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

The principal purpose of revising the current job classes (Police Trainee, Police Officer, Police Detective, Police Sergeant, Police Lieutenant, Police Commander, Police Deputy Chief, and Police Assistant Chief) were to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. These revisions will also modernize the descriptions for all ranks to reflect the changes in strategy that now emphasize community policing and the organization of the department while more definitively summarizing aspects of the nature, scope and difficulty of the functional accountabilities that have been and continue to be inherent in each rank.

It was necessary to create a Certified Police Trainee job class in order to broaden the pool of applicants, entering the Police Academy, by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

2004 JUL 07 PM 2 52  
CITY OF TEXAS DEPARTMENT

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Police Detective** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **7551**. The Grade shall be **P2-P3**.

**PASSED AND APPROVED this 7<sup>th</sup> day of July, 2004.**

THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: June 24, 2004

By: Terry A. Bond  
Secretary

# Human Resources Department

MEMO

5A-I

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director *TB*  
From: Classification and Compensation Manager *JB*  
Date: June 18, 2004

Subject: New and Revised Job Classes

Human Resources recommends Commission approval of these classification actions. The proposed revised and strike through job specifications describing the positions listed below are attached.

<u>Status</u>	<u>Title</u>	<u>Code</u>	<u>Grade</u>
NEW JOB CLASS			
A. <u>Proposed</u>	CERTIFIED POLICE TRAINEE	7540	GS 19
REVISED JOB CLASSES			
B. <u>Official:</u>	Police Trainee	7541	GS 16
<u>Proposed</u>	Same	Same	Same
C. <u>Official:</u>	Police Officer	7542	P1-P3
<u>Proposed</u>	Same	Same	Same
D. <u>Official:</u>	Police Detective	7551	P2
<u>Proposed</u>	Same	Same	P2-P3
E. <u>Official:</u>	Police Sergeant	7561	P4
<u>Proposed</u>	Same	Same	Same
F. <u>Official:</u>	Police Lieutenant	7562	P5
<u>Proposed</u>	Same	Same	Same
G. <u>Official:</u>	Police Captain	7563	P6
<u>Proposed</u>	POLICE COMMANDER	Same	Same
H. <u>Official:</u>	Police Deputy Chief	7566	P7
<u>Proposed</u>	Same	Same	Same
I. <u>Official:</u>	Police Assistant Chief	7567	P8
<u>Proposed</u>	Same	Same	Same

Addition and updating of the subject job specifications was requested by the City Administration and the Police Chief.

The primary purpose of creating the new job class (Item A.) is to broaden the pool of applicants entering the City of El Paso Police Department Academy by enabling the hiring of persons who have already earned a Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). These certified individuals would only be required to complete the final component of the academy training curriculum that pertains to departmental indoctrination and that applies previously acquired fundamental knowledge, abilities and skills to specific local problems and conditions in accordance with approved law enforcement and community policing standards and procedures.

The principal purposes of revising the current job classes (Items B. through I., inclusive) were, first, to define a logical progression of minimum qualifying education and experience levels in the Police Administration series. This included setting these applicant standards to be comparable to

Public Safety Branch  
Police Group  
Commissioned Officer Series

POLICE DETECTIVE

06/04 (JAS)

~~General Purpose~~Public Safety Group POLICE DETECTIVE~~Police Series~~

02/83

## CHARACTERISTICS OF THE CLASS:

Under general supervision, performs *technical* police services *such as* ~~detective investigator~~, first level identification officer, radio dispatcher and/or community relations officer, and performs related work as required.

*Typical Duties*EXAMPLES OF DUTIES:

~~Responds to calls for police assistance; appears in court, presents evidence and testifies against persons accused of crimes; keeps records and writes reports.~~

As a skilled ~~investigator~~etective, conducts ~~conduct~~ investigations in conformance with Federal, State, County and City laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own initiative or as assigned. Involves investigations to obtain confidential information, seeking missing persons. Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons. Engage in specialized vice probes and raids. Conduct sensitive inquiries of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required. Perform detailed background checks of prospective department employees. ~~investigating~~ homicides, thefts, forgery, narcotic violations, or other law violations. Obtain confidential information by ~~questioning or interrogating~~ interviews and ~~takeings~~ written, or audio or video recorded statements, depositions, or admissions ~~statements of~~ from suspects, prisoners, complainants and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center (NCIC), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Alcohol, Tobacco and Firearms (ATF), and other criminal history or intelligence resources. ~~maintains~~ Maintain surveillance of suspected criminals or frequent known Locations of criminals and become familiar with subjects' habits, associates, characteristics, aliases and other personal facts. Analyze facts of particular cases to detect planned criminal activity or clues. ~~conducts~~ specialized vice investigations and raids and ~~arrests or assist in arrest of~~ suspects or violators. ~~Returns~~ fugitives wanted by the City from outside the City or State. ~~Checks pawn shops~~ pawnshops, second-hand stores and junk shops for stolen property. Receive and document civil complaints. Prepare and serve search warrants. Prepare, submit and follow-up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required. Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus counteracting specific legal defenses and assist in case reviews or plea bargaining negotiations with defense counsel as requested by prosecuting attorney which includes locating and interviewing those listed on defense witness lists. Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by assisting in obtaining, enhancing, creating or presenting exhibits or other evidence in court as required. Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.

As ~~identification an identification~~ Officer~~officer~~, collects evidence, takes photographs, processes fingerprints and checks docket of prisoners charged with a printable charge ~~with~~against the docket file to ascertain if subject is wanted by a law enforcement agency. ~~Involves~~; ~~receives and keeps records of narcotics and narcotic paraphernalia~~; ~~checks the latent fingerprints for legibility and characteristics, discarding those that are unreadable~~the ones that are not legible or that do not have ~~lack~~ sufficient fingerprint characteristics for a positive identification. ~~Classifies~~ the legible latent fingerprints in accordance with ~~currently~~ accepted methods. by the five-fingerprint system.

As a community relations officer, engage in crime prevention and related activities. Involves: ~~arranges~~ programs, lectures, group meetings and ~~individuals~~ contacts with individual citizens, local agencies, schools,

and police department representatives, and ~~checks~~ ~~check~~ ~~all on related follow-up by others~~ ~~work~~. refers  
Refer citizens to appropriate agencies.

As a backup uniformed Police Officer, perform assigned municipal law and ordinance enforcement and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Explain and demonstrate criminal investigation techniques to less knowledgeable employees as requested. Serve on designated ad hoc committees.

#### **Knowledge, Abilities and Skills-**

#### **~~MINIMUM QUALIFICATIONS:~~**

~~Training and Experience:~~ Two years of experience as a commissioned police officer with the El Paso Police Department.

- Considerable knowledge of Police Department policies, rules and regulations
- ~~Knowledge, Abilities and Skills:~~ ConsiderableGood knowledge of the modern criminal investigation, identification and fingerprint classification principles, methods and practices~~equipment, and rules for securing, handling, and preserving legally accepted evidence.~~
- Good knowledge of law enforcement, court, state and federal and other criminal history resources and related security clearance access procedures.
- ~~of criminal investigation, identification and fingerprint classification,~~ Good knowledge of the City geography.
- Good knowledge of radio procedures and operation.
- Good knowledge and awareness of cultural differences.
- Ability to follow oral and written instructions.~~considerable knowledge of the policies, rules and regulations of the Police Department.~~
- Ability to obtain and remember information, including names, faces and details of incidents, through investigation, interviews, interrogations and observations.~~ability to remember names, faces and details of incidents,~~
- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Ability to communicate effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, and to testify in court in an objective and professional manner.
- Ability to produce or obtain exhibits such as graphs, charts, photographs or other evidence.
- Ability to establish rapport and maintain effective working relationships with coworkers, other departments and agencies, and the public in order enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.

~~ability to establish and maintain effective working relationships with fellow workers and the general public~~

- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices and other City property, as required.
- Skill in safe operation and care of a motor vehicle.

- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Skill in the use of firearms, identification and radio communications equipment.

**Minimum Qualifications**

Education and Experience: Two (2) years of experience as a commissioned police officer with the El Paso Police Department.

Licenses and Certificates:

- Basic Peace Officer license issued by Texas Commission on Law Enforcement Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

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Human Resources Director

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Police Chief

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Director of Personnel

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Department Head

Public Safety Branch  
Police Group  
Commissioned Officer Series

POLICE DETECTIVE

06/04 (JAS)

**General Purpose**

Under general supervision, perform technical police services such as investigator, first level identification officer or community relations officer as required.

**Typical Duties:**

As a skilled investigator, conduct investigations in conformance with Federal, State, County and City laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own initiative or as assigned. Involves: Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons. Engage in specialized vice probes and raids. Conduct sensitive inquiries of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required. Perform detailed background checks of prospective department employees. Obtain confidential information by questioning or interrogating and taking written, or audio or video recorded statements, depositions, or admissions of suspects, prisoners, complainants and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center (NCIC), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Alcohol, Tobacco and Firearms (ATF), and other criminal history or intelligence resources. Maintain surveillance of suspected criminals or frequent known Locations of criminals and become familiar with subjects' habits, associates, characteristics, aliases and other personal facts. Analyze facts of particular cases to detect planned criminal activity or clues. Arrest or assist in arrest of suspects or violators. Return fugitives from outside the City or State. Check pawnshops, second-hand stores and junk shops for stolen property. Receive and document civil complaints. Prepare and serve search warrants. Prepare, submit and follow-up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required. Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus counteracting specific legal defenses and assist in case reviews or plea bargaining negotiations with defense counsel as requested by prosecuting attorney which includes locating and interviewing those listed on defense witness lists. Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by assisting in obtaining, enhancing, creating or presenting exhibits or other evidence in court as required. Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.

As an identification officer, collect evidence, take photographs, process fingerprints and check docket of prisoners with a printable charge against docket file to ascertain if subject is wanted by a law enforcement agency. Involves: Receive and keep records of narcotics and narcotic paraphernalia. Check latent fingerprints for legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification. Classify legible latent fingerprints in accordance with currently accepted methods.

As a community relations officer, engage in crime prevention and related activities. Involves: Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-up by others. Refer citizens to appropriate agencies.

As a backup uniformed Police Officer, perform assigned municipal law and ordinance enforcement and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own

professional development. Explain and demonstrate criminal investigation techniques to less knowledgeable employees as requested. Serve on designated ad hoc committees.

**Knowledge, Abilities and Skills**

- Considerable knowledge of Police Department policies, rules and regulations.
- Considerable knowledge of modern criminal investigation, identification and fingerprint classification principles, methods and equipment, and rules for securing, handling, and preserving legally accepted evidence.
- Good knowledge of law enforcement, court, state and federal and other criminal history resources and related security clearance access procedures.
- Good knowledge of City geography.
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- Ability to follow oral and written instructions.
- Ability to obtain and remember information, including names, faces and details of incidents, through investigation, interviews, interrogations and observations.
- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
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- Ability to produce or obtain exhibits such as graphs, charts, photographs or other evidence.
- Ability to establish rapport and maintain effective working relationships with coworkers, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices and other City property, as required.
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- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

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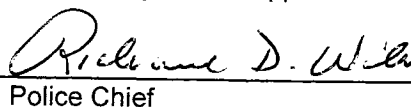
**Minimum Qualifications**

**Education and Experience:** Two (2) years of experience as a commissioned police officer with the El Paso Police Department.

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- Basic Peace Officer license issued by Texas Commission on Law Enforcement Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

  
Human Resources Director

  
Police Chief